



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52368

---

**POSITION TITLE:** SECRETARY TO APPELLATE DIVISION JUSTICE **JG: 21**

**LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT  
45 Monroe Place Brooklyn, NY 11201

**BASE SALARY:** \$71,748 + \$4,635 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** High school diploma or the equivalent and four (4) years of legal secretarial experience requiring stenography; or Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and three (3) years of legal secretarial experience requiring stenography; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Secretaries to Appellate Division Justices provide personal and confidential legal and administrative secretarial services and perform other related duties for Associate Justices of the Appellate Divisions of Supreme Court.

**ASSIGNMENT:** This position is assigned to the Hon. Deborah A. Dowling, Associate Justice of the Appellate Division, Second Department. Duties include providing secretarial and clerical support to the Justice, and may encompass composing correspondence for the Justice's review, maintaining a calendar of appointments and conferences, organizing memoranda, and answering and making telephone calls. Duties also include participating in the organizing of court and community programs involving the Justice. Substantial telephone and e-mail contact with Judges and other court personnel, and the ability to maintain strict confidentiality, is required.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) by email to [AD2-Postings@nycourts.gov](mailto:AD2-Postings@nycourts.gov) with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department  
45 Monroe Place  
Brooklyn, New York 11201  
Attention: Human Resources Department

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

---

**POSTING DATE:** September 20, 2023 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 16, 2023

---

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

---